

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

September 19, 2006

Job Title:	Training & Development Specialist	Position No.:	11055
Division:	Human Resource Division Staff Development & Training Bureau	Bargaining Unit:	Na
Location:	Montana Law Enforcement Academy Helena	Supplement:	Yes
Status:	Perm. Full-Time	Shift:	To be determined
Salary:	\$16.29 to \$20.36 DOE	Benefits:	State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406)444-4551 **email to:** cfah@mt.gov

No later than 5:00 p.m. October 2, 2006.

Application materials are available on the web at www.mt.gov.

Special Information : The position requires occasional in-state and out-of-state travel averaging approximately 10 hours per month, irregular working hours associated with training schedules, residential academy assignments, nighttime training assignments, and travel assignments. The incumbent is required to work in high-risk environments such as prisons, jails, outdoor training sites, firearms ranges and scenarios involving exposure to loud noises, varying weather conditions, and numerous safety risks (e.g. live ammunition, physical defense tactics, etc.). The incumbent must be able to lift and carry heavy objects (up to 50 lbs.) associated with the set-up and tear down of training environments (e.g. gymnasiums and ranges). Some of the work is performed in a normal office environment.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis, and will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

Training:

Research, design and deliver curriculum for department basic level courses. Serve as a training subject matter expert in the area of correctional practices, human behaviors, interpersonal communications, use of force, defensive tactics and inmate management.

Supervise Adjunct Instructors and Training Participants:

Monitors adjunct instructors performance: directs and oversees training course delivery by adjunct instructors, reviews instructor evaluations; evaluates instructional effectiveness by reviewing performance accuracy, thoroughness, and reliability in order to maintain quality assurance for the selected curriculum in compliance with performance objectives, accepted principles of modern adult education, and POST Rules.

Monitors, coaches and counsels students on personal, professional, and academic issues and evaluates their performance in basic, intermediate and advance training programs to ensure that the students possess the necessary basic skills and abilities to adequately serve as an entry level corrections professional. Makes student certification recommendations to supervisors and compiles training status reports.

Evaluate Training:

Evaluates training needs of students, correctional trends and practices, new technologies and procedures, available staff and materials, resources and other factors to determine curriculum needs, training objectives and performance outcomes.

Evaluate lesson plans for completeness, level of taxonomy, and instructional strategies determining whether the stated performance outcomes are supported by the curriculum content. Modifies course materials as necessary, evaluates simulations and scenario activities to ensure maximum acquisition of knowledge.

Knowledge:

This position requires expert knowledge of the theories & practices of corrections, criminal justice, & adult education, including curriculum design & development, training methods & techniques & assessment. Effective program management also requires thorough knowledge of the application & interpretation of POST Administrative Rules & other Administrative Rules; State & national corrections standards & practices; budgeting; advanced research & analysis methods; development methods, techniques, & technologies related to corrections & criminal justice systems. Adjunct staff supervision requires knowledge of contract administration principles, program requirements & performance management techniques.

Skills:

The position requires skill in operation of presentation equipment, audio-visual training aids,

Microsoft Office suites, & excellent written & verbal communication skills, including written reports, business documents, classroom presentations & field commands.

Abilities:

The position requires the ability to evaluate academic & technical training needs, develop programs, lesson plans & scenarios to meet those needs; manage the personal conduct, academic progress, & skills development of trainees & effectively assess progress & final competencies; research, analyze, & integrate emerging correctional methods, tactics, & technologies into instructional programs; consistently interpret & apply statutes, policies & procedures; & establish & maintain a leadership role within the department; provide effective leadership to trainees & adjunct instructors; facilitate the academic & vocational development of trainees; interpret & explain technical & legal concepts, POST standards, & correctional procedures in a clear & concise manner. Research, analyze, & incorporate new developments in state & national correctional practices, safety, & behavioral standards in classroom, field & residential activities; develop & apply innovative approaches to various correctional practices; & motivate others to accomplish common objectives.

Competencies:

Attention to Detail - Able to follow detailed procedures and ensure accuracy in documentation and data; carefully monitor processes; concentrate on routine work details, and organize and maintain a system of records.

Commitment to Task - Able to take responsibility for actions and outcomes and persist despite obstacles; give long hours to the job; demonstrate dependability in difficult circumstances and show a sense of urgency about getting results.

Communication - Able to clearly present information through the spoken or written word; read and interpret complex information; talk with customers or clients; listen well.

Continuous Learning - Able to stay informed of current industry trends; learn and apply new concepts and demonstrate career self-reliance; identify own areas of opportunity and set and monitor self-development goals.

Leadership - Able to assume a role of authority as necessary; advocate new ideas, even when risk is involved; set an example for coworkers; delegate responsibility and empower associates to make decisions; provide constructive feedback to others.

Integrity - Able to be tactful, maintain confidences, and foster an ethical work environment.

Flexibility - Able to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.

Education and Experience: The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a combination of education and experience. Minimum education - an Associate's degree or two-year certificate in Education, or Criminal Justice as well as three to four years of work experience. A combination of classroom training, instructional experience, curriculum development and design experience and correctional/detention/criminal justice experience will be considered as an alternative to the minimum education.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants'

qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****
4. Supplemental: Applicants must develop, design and submit a 1 - 4 hour lesson plan, including appropriate training aids and participant handouts.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

SUPPLEMENTAL QUESTIONS

Job Title:	Training & Development Specialist	Position Number:	11055
Application Deadline:	October 2, 2006	Department:	Corrections

Instructions: Please research, develop, design and submit an original 1-4 hour lesson plan, including applicable training aids and participant handouts. Lesson plan topic choices are limited to the following:

- Offender Intake
- Interpersonal Communication
- Offender Management
- Professionalism and Ethics
- Use of Force
- Cultural Diversity
- Stress Management
- Inmate Rights

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction: _____

Applicant's Signature: _____ **Date:** _____